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**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

**How to add Priority Learning Units (PLUs)  
to a pupil's PPOD record**

**A Guide for PPOD users**

## 1. Introduction

There are five Priority Learning Units (PLUs) at the heart of every Level 2 Learning Programme (L2LP). They are broadly aligned with Level 2 of the NFQ and help to provide a Junior Cycle programme that is appropriate to the needs of particular students with significant special educational needs. They prepare students for the opportunities, responsibilities and experiences of adult and working life and lifelong learning.

The five PLUs are:

- Communicating and Literacy
- Living in a Community
- Numeracy
- Personal Care
- Preparing for Work.

Ongoing assessment is done in the school and a portfolio of the students' work is submitted to teachers for assessment and reporting via the JCPA.

## 2. Procedure

PLUs can be added to pupil records in two ways, either individually (by clicking on the 'PLU' tab) or via the Pupil Batch Update facility.

To add PLUs via the Pupil Batch Update facility, click on 'Pupil Batch Update' on the PPOD Landing Page menu. Input your parameters and click 'Search'.

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>+ Online Submissions - Post Primary Online Data</li> <li>▶ PPOD <ul style="list-style-type: none"> <li>▶ Landing Page</li> </ul> </li> <li>▶ School <ul style="list-style-type: none"> <li>▶ Update School Details</li> <li>▶ School Subject Lists</li> <li>▶ School Short Course List</li> <li>▶ School Reports</li> </ul> </li> <li>▶ Pupil <ul style="list-style-type: none"> <li>▶ Add New Entrants</li> <li>▶ Pupil Search</li> <li>▶ Pupil Batch Update</li> <li>▶ Rapid Search</li> <li>▶ Duplicate Pupil: Case Review Form</li> </ul> </li> <li>▶ Rollover <ul style="list-style-type: none"> <li>▶ Progressions</li> </ul> </li> <li>▶ October Returns <ul style="list-style-type: none"> <li>▶ Rules Report</li> <li>▶ Submit Returns to DES</li> </ul> </li> <li>▶ Settings <ul style="list-style-type: none"> <li>▶ Family And Medical Details</li> </ul> </li> <li>▶ Junior Cycle Award <ul style="list-style-type: none"> <li>▶ JCPA: 2018</li> <li>▶ JCPA: 2019</li> <li>▶ Download JCPA</li> </ul> </li> </ul> | <h3 style="margin: 0;">Pupil Batch Search</h3> <p style="margin: 0;"><b>School Roll No 10000X, TEST2</b><br/>* Indicates required information</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>1 Main Search</b></p> <p><b>Academic Year:</b> 2018/2019 &lt;- Current Academic Year ▼</p> <p><b>Programme</b> JUNIOR CYCLE ▼</p> <p><b>Prog Year</b> Year 2 ▼</p> <p><b>Gender</b> ▼</p> <p><b>Roll Class</b> <input type="text"/></p> <p><b>New Entrant Pupils</b> <input type="checkbox"/></p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>2 Subject or Short Course or PLU Search</b></p> <p><b>Subject</b> <input type="text" value=""/></p> <p><b>Subject Level</b> <input type="text" value=""/></p> <p style="text-align: center;"><b>Or</b></p> <p><b>Short Course</b> <input type="text" value=""/></p> <p><b>Short Course Level</b> <input type="text" value=""/></p> <p style="text-align: center;"><b>Or</b></p> <p><b>PLU</b> <input type="text" value=""/></p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Search"/> </div> |
|---|---|

The 'Pupil Batch Search Results' page is returned.

| Primary Online Data          |          |          |                |          |           |            |              |           |            |          |
|------------------------------|----------|----------|----------------|----------|-----------|------------|--------------|-----------|------------|----------|
| School Roll No 10000X, TEST2 |          |          |                |          |           |            |              |           |            |          |
| 2 Pupil Search Results       |          |          |                |          |           |            |              |           |            |          |
| 24 items found.              |          |          |                |          |           |            |              |           |            |          |
|                              | Pupil ID | PPSN     | Enrolment Date | Forename | Surname   | DOB        | Programme    | Prog Year | Roll Class | Exam Ind |
| <input type="checkbox"/>     | 13297314 |          | 21-08-2017     | Joshua   | Brennan   | 15-05-2002 | JUNIOR CYCLE | Year 2    | 34         | N        |
| <input type="checkbox"/>     | 13297971 |          | 21-08-2017     | Marie    | Cleary    | 07-01-2007 | JUNIOR CYCLE | Year 2    | A          | N        |
| <input type="checkbox"/>     | 13298232 |          | 29-08-2018     | Noel     | Curran    | 01-02-2004 | JUNIOR CYCLE | Year 2    | 2B         | N        |
| <input type="checkbox"/>     | 13231791 |          | 21-08-2017     | Annette  | Curtin    | 12-01-2000 | JUNIOR CYCLE | Year 2    | 3A         | N        |
| <input type="checkbox"/>     | 12999539 |          | 26-08-2016     | fghl     | hdhf      | 01-01-2001 | JUNIOR CYCLE | Year 2    | ZZ         | N        |
| <input type="checkbox"/>     | 13299303 |          | 31-10-2017     | vivienne | hughes    | 17-01-2007 | JUNIOR CYCLE | Year 2    | 2A         | N        |
| <input type="checkbox"/>     | 13157689 | 5401230U | 24-08-2016     | fhal     | jkhasjldh | 01-01-2001 | JUNIOR CYCLE | Year 2    | ZZ         | N        |
| <input type="checkbox"/>     | 13104872 |          | 24-08-2016     | Adam     | kelly     | 24-06-1980 | JUNIOR CYCLE | Year 2    | ZZ         | N        |
| <input type="checkbox"/>     | 13241615 |          | 21-08-2017     | Romelu   | Lukako    | 23-11-2005 | JUNIOR CYCLE | Year 2    | 1C         | N        |
| <input type="checkbox"/>     | 13181985 |          | 21-08-2017     | Anthony  | Marren    | 02-01-2004 | JUNIOR CYCLE | Year 2    | 1A         | N        |
| <input type="checkbox"/>     | 13019995 |          | 26-08-2016     | Gerry    | Marsden   | 31-01-2004 | JUNIOR CYCLE | Year 2    | ZZ         | N        |
| <input type="checkbox"/>     | 13297356 |          | 21-08-2017     | Scarlett | O Hora    | 11-11-2004 | JUNIOR CYCLE | Year 2    | 45         | N        |
| <input type="checkbox"/>     | 13340869 |          | 29-08-2018     | Harry    | O'Leary   | 07-01-2008 | JUNIOR CYCLE | Year 2    | A          | N        |

From the list, select the pupils for whom you wish to make an amendment and hit the 'Select Pupils' button at the bottom of the page. (You can click on the top box on the header bar to select all pupils on the list at once.)

This brings you to the 'Pupil Batch Update' menu. Click on the tab labelled 'PLU's'.

| Your Options                                    |  |
|---|--|
| + Online Submissions - Post Primary Online Data |  |
| ▶ PPOD  |  |
| ▶ Landing Page                                  |  |
| ▶ School  |  |
| ▶ Update School Details                         |  |
| ▶ School Subject Lists                          |  |
| ▶ School Short Course List                      |  |
| ▶ School Reports                                |  |
| ▶ Pupil   |  |
| ▶ Add New Entrants                              |  |
| ▶ Pupil Search                                  |  |
| ▶ Pupil Batch Update                            |  |
| ▶ Rapid Search                                  |  |
| ▶ Duplicate Pupil: Case Review Form             |  |
| ▶ Rollover                                      |  |
| ▶ Progressions                                  |  |
| ▶ October Returns                               |  |
| ▶ Rules Report                                  |  |
| ▶ Submit Returns to DES                         |  |
| ▶ Settings                                      |  |

Home > Post Primary Online Data > Batch Update Plus

## Pupil Batch Update

Academic Year: 2018/2019

School Roll No 10000X, TEST2

\* Indicates required information

Enrolment Record
Subjects
Exemptions
Short Courses
PLU's

**1 Priority Learning Units**

Click on the Add PLU button to add a PLU to the pupil.

PLU  Add PLU

Priority Learning Unit

Communicating and Literacy

Numeracy

Personal Care

Living in a Community

Return to search results. Back

Select the relevant PLU from the dropdown and click on 'Add PLU'. In this case we will add 'Preparing for Work' as a PLU for all 24 pupils.

Home > Post Primary Online Data > Batch Update Plus

## Pupil Batch Update

Academic Year: 2018/2019  
School Roll No 10000X, TEST2  
\* Indicates required information

**Enrolment Record** | **Subjects** | **Exemptions** | **Short Courses** | **PLU's**

### 1 Priority Learning Units

**Batch Update Summary**  
24 of 24 were updated

All available PLU's have already been added to this pupil

| Priority Learning Unit     |
|----------------------------|
| Communicating and Literacy |
| Numeracy                   |
| Personal Care              |
| Living in a Community      |
| Preparing for Work         |

Return to search results. [Back](#)

To add a PLU to an individual pupil's PPOD record, click on 'Pupil Search' to locate the pupil's record, then click on the 'PLU' tab.

Home > Post Primary Online Data > Maintain Pupil Subjects

## Maintain New Entrant

Academic Year: 2018/2019  
School Roll No 10000X, TEST2  
\* Indicates required information

Forename  Surname  Pupil ID

**Personal** | **Enrolment** | **Subjects** | **Short Courses** | **PLU** | **Assessments** | **Exemptions**

### 1 Priority Learning Units

Programme  Programme Year

Click on the Add PLU button to add a PLU to the pupil.

PLU  [Add PLU](#)

[Priority Learning Unit](#) [Delete](#)

To remove a PLU, tick the check box provided and click the 'Delete' Button. [Delete](#)

Select the relevant PLU from the dropdown and click 'Add PLU'.

Home > Post Primary Online Data > Maintain Pupil Subjects

## Maintain New Entrant

Academic Year: 2018/2019  
School Roll No 10000X, TEST2  
\* Indicates required information

Forename Sean Surname Roche Pupil ID 13291123

Personal Enrolment Subjects Short Courses **PLU** Assessments Exemptions

### 1 Priority Learning Units

Programme JUNIOR CYCLE Programme Year Year 3

All available PLU's have already been added to this pupil

| Priority Learning Unit     | Delete                   |
|----------------------------|--------------------------|
| Communicating and Literacy | <input type="checkbox"/> |
| Numeracy                   | <input type="checkbox"/> |
| Personal Care              | <input type="checkbox"/> |
| Living in a Community      | <input type="checkbox"/> |
| Preparing for Work         | <input type="checkbox"/> |

To remove a PLU, tick the check box provided and click the 'Delete' Button. **Delete**

In the above example, Sean had no PLUs but has now had all five added to his record.

You can delete any PLU by clicking on the 'Delete' button. However please note that if an assessment is present for a PLU you will not be allowed to delete it (see below).

Academic Year: 2018/2019  
School Roll No 10000X, TEST2  
\* Indicates required information

Forename Sean Surname Roche Pupil ID 13291123

Personal Enrolment Subjects Short Courses **PLU** Assessments Exemptions

### 1 Priority Learning Units

Programme JUNIOR CYCLE Programme Year Year 3

**Error**  
- This PLU cannot be deleted because it has at least one assessment associated with it that has a result descriptor set. A PLU may only be deleted if its assessment is blank.

All available PLU's have already been added to this pupil

| Priority Learning Unit     | Delete                              |
|----------------------------|-------------------------------------|
| Communicating and Literacy | <input checked="" type="checkbox"/> |
| Numeracy                   | <input type="checkbox"/>            |
| Personal Care              | <input type="checkbox"/>            |
| Living in a Community      | <input type="checkbox"/>            |
| Preparing for Work         | <input type="checkbox"/>            |

To remove a PLU, tick the check box provided and click the 'Delete' Button. **Delete**

If the assessment was input in error you can click on the 'Assessments' tab and delete and save it. You can then click on the PLU tab and delete the PLU.